

Monday, February 6, 2017 – 6:00 p.m.

Call to Order/Roll Call of Members: Pat Carnevale, Chairperson; Norberto Alvarez, Vice-Chairperson; Zoraya Pena, Member; Stephen Dielmann, Member; Luis Zubieta, Member

ON THE DAIS:

New Business Item 61a - Request to conduct a civil service examination for Construction Supervisor I for the Construction and Maintenance Department (Tomas Martin)

AGENDA

1. Request to approve the minutes of the January 9, 2017 Personnel Board meeting.
2. Request to approve leave with pay, because of death in the immediate family, for the listed employees, in accordance with Rule 13, Section 5 (f) of the Civil Service Rules and regulations, received January 2017.
 1. Dafne Mesa Community Development Department
 2. David Cova Fire Department
 3. Alfredo Espriella Fire Department
 4. Annette Otaño Human Resources Department
3. Report of Leave without Pay for January 2017.
4. Report of Civil Service Appointments for January 2017.
 1. Jorge Hernandez Education and Community Services
5. Report of Civil Service Resignations for January 2017.
 1. Angel Ayala Finance Department
 2. Jasmine Chavez Fire Department
 3. David Crespo Fire Department
 4. Lazaro Valdes Fire Department
 5. David Castro Parks and Recreation
 6. Freddie Diaz Police Department
 7. Marlon Lockhart Police Department
 8. Gabriel Alvarez Public Works
 9. Rodolfo Betancourt Public Works
 10. Raul Corona Public Works
 11. Juan Delgado Public Works
 12. Ana Descalzo Public Works
 13. Lissette Franco Public Works
 14. Lacarious D. King Public Works
 15. Alina Manresa Public Works
 16. Alberto Pena Public Works
 17. Anthony T. Wallace Public Works

6. Report of Maternal/Paternal Leave for January 2017.
 1. Michael Bello Fire Department
7. Report of Leave of Absence for January 2017. **None.**
8. Request to certify the eligibility list for **Recreation Leader II.**
9. Request to certify the eligibility list for **Small Appliance and AC Mechanic Apprentice.**
10. Request to certify the eligibility list for **Spray Technician.**
11. Request to abolish the 2014 eligibility list for the position of **Fire Chief** certified at the August 4, 2014, Personnel Board meeting (pursuant to Civil Services Rules and Regulations, Employment and Promotional Lists, Rule VII, Section 2.
12. Request to approve the **new** civil service classification and job description for the position of **Purchasing Manager.**
Copy of **new** job description is attached.
Range - Management
13. Request to approve the **revised** civil service classification and job description for the position of **Purchasing Aide.**
Copy of **revised** job description is attached.
Range 48 – \$1,099 - \$2,213 Bi-weekly
14. Request to conduct a Civil Service examination for the **Executive Assistant to the Building Official (Margarita De Las Salas)** position with the following criteria:
 - a. In-house, Non-competitive
 - b. 40% Oral
 - c. 60% Education and Experience
 - d. Must obtain a minimum score of 70% on the oral portion.
 - e. Must obtain a minimum combined score of 70% in order to be placed on the eligibility list.Copy of job description and resume are attached. No eligibility list on file.
Range 50 - \$1,303 - \$2,535 Bi-weekly

15. Request to conduct a Civil Service examination for the **Electrical Plans Processor/Inspector for the Community and Development Department (Miguel Mendez)** position with the following criteria:

- a. In-house, Non-competitive
- b. 40% Oral
- c. 60% Education and Experience
- d. Must obtain a minimum score of 70% on the oral portion.
- e. Must obtain a minimum combined score of 70% in order to be placed on the eligibility list.

Copy of job description and resume are attached. No eligibility list on file.

Range 53 - \$1,506 - \$3,119 Bi-weekly

16. Request to conduct a Civil Service examination for the **Permit Technician I for the Community and Development Department (Stephanie Acosta)** position with the following criteria:

- a. In-house, Non-competitive
- b. 40% Oral
- c. 60% Education and Experience
- d. Must obtain a minimum score of 70% on the oral portion.
- e. Must obtain a minimum combined score of 70% in order to be placed on the eligibility list.

Copy of job description and resume are attached. No eligibility list on file.

Range 48- \$1,099 - \$2,213 Bi-weekly

17. Request to conduct a Civil Service examination for the **Permit Technician I for the Community and Development Department (Maricela Vasquez)** position with the following criteria:

- a. In-house, Non-competitive
- b. 40% Oral
- c. 60% Education and Experience
- d. Must obtain a minimum score of 70% on the oral portion.
- e. Must obtain a minimum combined score of 70% in order to be placed on the eligibility list.

Copy of job description and resume are attached. No eligibility list on file.

Range 48- \$1,099 - \$2,213 Bi-weekly

18. Request to conduct a Civil Service examination for the **Plans Processor/Inspector for the Community and Development Department (Elier Martin)** position with the following criteria:

- a. In-house, Non-competitive
- b. 40% Oral
- c. 60% Education and Experience
- d. Must obtain a minimum score of 70% on the oral portion.
- e. Must obtain a minimum combined score of 70% in order to be placed on the eligibility list.

Copy of job description and resume are attached. No eligibility list on file.

Range 53- \$1,506 - \$3,119 Bi-weekly

19. Request to conduct a Civil Service examination for the **Plans Processor/Inspector for the Community and Development Department (Luis Alberto Moreno)** position with the following criteria:

- a. In-house, Non-competitive
- b. 40% Oral
- c. 60% Education and Experience
- d. Must obtain a minimum score of 70% on the oral portion.
- e. Must obtain a minimum combined score of 70% in order to be placed on the eligibility list.

Copy of job description and resume are attached. No eligibility list on file.

Range 53- \$1,506 - \$3,119 Bi-weekly

20. Request to conduct a Civil Service examination for the **Planning and Zoning Clerk I for the Community and Development Department (Wilda Fuentes)** position with the following criteria:

- a. In-house, Non-competitive
- b. 40% Oral
- c. 60% Education and Experience
- d. Must obtain a minimum score of 70% on the oral portion.
- e. Must obtain a minimum combined score of 70% in order to be placed on the eligibility list.

Copy of job description and resume are attached. No eligibility list on file.

Range 48- \$1,099 - \$2,213 Bi-weekly

21. Request to conduct a Civil Service examination for the **Special Projects Coordinator II for the Community and Development Department (Clara Aldana)** position with the following criteria:

- a. In-house, Non-competitive
- b. 40% Oral
- c. 60% Education and Experience
- d. Must obtain a minimum score of 70% on the oral portion.
- e. Must obtain a minimum combined score of 70% in order to be placed on the eligibility list.

Copy of job description and resume are attached. No eligibility list on file.

Range 50 - \$1,303 - \$2,535 Bi-weekly

22. Request to conduct a Civil Service examination for the **Special Projects Coordinator II for the Community and Development Department (Kenia Fernandez)** position with the following criteria:

- a. In-house, Non-competitive
- b. 40% Oral
- c. 60% Education and Experience
- d. Must obtain a minimum score of 70% on the oral portion.
- e. Must obtain a minimum combined score of 70% in order to be placed on the eligibility list.

Copy of job description and resume are attached. No eligibility list on file.

Range 50 - \$1,303 - \$2,535 Bi-weekly

23. Request to conduct a Civil Service examination for the **Special Projects Coordinator II for the Community and Development Department (Yaraisi Gonzalez)** position with the following criteria:

- a. In-house, Non-competitive
- b. 40% Oral
- c. 60% Education and Experience
- d. Must obtain a minimum score of 70% on the oral portion.
- e. Must obtain a minimum combined score of 70% in order to be placed on the eligibility list.

Copy of job description and resume are attached. No eligibility list on file.

Range 50 - \$1,303 - \$2,535 Bi-weekly

24. Request to conduct a Civil Service examination for the **Construction Projects Coordinator for the Construction and Maintenance Department (Sergio M. Barrios)** position with the following criteria:

- a. In-house, Non-competitive
- b. 40% Oral
- c. 60% Education and Experience
- d. Must obtain a minimum score of 70% on the oral portion.
- e. Must obtain a minimum combined score of 70% in order to be placed on the eligibility list.

Copy of job description and resume are attached. No eligibility list on file.

Range 51 - \$1,320 - \$2,692 Bi-weekly

25. Request to conduct a new civil service examination for the position of **Electrician Apprentice for the Construction and Maintenance Department (Jesus Cruz)** with the following criteria:

- a. In- house, Non-competitive
- b. 100% Performance
- c. Must obtain a minimum score of 70% to be placed on the eligibility list.

Copy of job description is attached. (No eligibility list on file.)

Range 46 - \$979 - \$1,892 Bi-weekly

26. Request to conduct a Civil Service examination for the **Property Maintenance & Operations Superintendent for the Construction and Maintenance Department (Carlos F. Lopez)** position with the following criteria:

- a. In-house, Non-competitive
- b. 40% Oral
- c. 60% Education and Experience
- d. Must obtain a minimum score of 70% on the oral portion.
- e. Must obtain a minimum combined score of 70% in order to be placed on the eligibility list.

Copy of job description and resume are attached. No eligibility list on file.

Range 49 - \$1,138 - \$2,402 Bi-weekly

27. Request to conduct a new civil service examination for the position of **Skilled Craftsman for the Construction and Maintenance Department (Bienvenido Barrios)** with the following criteria:

- a. In- house, Non-competitive
- b. 100% Performance
- c. Must obtain a minimum score of 70% to be placed on the eligibility list.

Copy of job description is attached. (No eligibility list on file.)

Range 47 - \$1,077 - \$2,033 Bi-weekly

28. Request to conduct a new civil service examination for the position of **Skilled Craftsman for the Construction and Maintenance Department (Jorge Duranona)** with the following criteria:

- a. In- house, Non-competitive
- b. 100% Performance
- c. Must obtain a minimum score of 70% to be placed on the eligibility list.

Copy of job description is attached. (No eligibility list on file.)

Range 47 - \$1,077 - \$2,033 Bi-weekly

29. Request to conduct a new civil service examination for the position of **Small Appliance and Air Conditioning Assistant Mechanic for the Construction and Maintenance Department (Alejandro Medina)** with the following criteria:

- a. In- house, Non-competitive
- b. 100% Performance
- c. Must obtain a minimum score of 70% to be placed on the eligibility list.

Copy of job description is attached. (No eligibility list on file.)

Range 48 - \$1,099 - \$2,213 Bi-weekly

30. Request to conduct a new civil service examination for the position **Small Appliance and Air Conditioning Crew Foreman for the Construction and Maintenance Department (Ricardo Rondon)** with the following criteria:

- a. In- house, Non-competitive
- b. 100% Performance
- c. Must obtain a minimum score of 70% to be placed on the eligibility list.

Copy of job description is attached. (No eligibility list on file.)

Range 49 - \$1,138 - \$2,402 Bi-weekly

31. Request to conduct a Civil Service examination for the **Stockroom Clerk for the Construction and Maintenance Department (Arnulfo Olivas)** position with the following criteria:

- a. In- house, Non-competitive
- b. 100% Written
- c. Must obtain a minimum score of 70% to be placed on the eligibility list.

Copy of job description is attached. (No eligibility list on file.)

Range 46 - \$979 - \$1,892 Bi-weekly

32. Request to conduct a Civil Service examination for the **Communications and Special Events Supervisor for the Education and Community Services Department (David J. Fernandez)** position with the following criteria:

- a. In-house, Non-competitive
- b. 40% Oral
- c. 60% Education and Experience
- d. Must obtain a minimum score of 70% on the oral portion.
- e. Must obtain a minimum combined score of 70% in order to be placed on the eligibility list.

Copy of job description and resume are attached. No eligibility list on file.

Range 52 - \$1,418 - \$2,904 Bi-weekly

33. Request to conduct a Civil Service examination for the **Education Supervisor I for the Education and Community Services Department (Megah Martinez Leiva)** position with the following criteria:

- a. In-house, Non-competitive
- b. 40% Oral
- c. 60% Education and Experience
- d. Must obtain a minimum score of 70% on the oral portion.
- e. Must obtain a minimum combined score of 70% in order to be placed on the eligibility list.

Copy of job description and resume are attached. No eligibility list on file.

Range - Management

34. Request to conduct a Civil Service examination for the **Purchasing Aide for the Education and Community Services Department (Roberto Lopez)** position with the following criteria:

- a. In-house, Non-competitive
- b. 40% Oral
- c. 60% Education and Experience
- d. Must obtain a minimum score of 70% on the oral portion.
- e. Must obtain a minimum combined score of 70% in order to be placed on the eligibility list.

Copy of **revised** job description and resume are attached. No eligibility list on file.

Range 48 - \$1,099 - \$2,213 Bi-weekly

35. Request to conduct a Civil Service examination for the **Billing Coordinator for the Fire Department (Mayra Acosta)** position with the following criteria:

- a. In- house, Non- Competitive
- b. 100% Written
- c. Must obtain a minimum score of 70% to be placed on the eligibility list.

Copy of job description and resume are attached. No eligibility list on file.

Range 48 - \$1,099 - \$2,213 Bi-weekly

36. Request to conduct a Civil Service examination for the **Electronic Technician for the Fire Department (Carlos Coronel)** position with the following criteria:

- a. In- house, Non-Competitive
- b. 100% Written
- c. Must obtain a minimum score of 70% to be placed on the eligibility list.

Copy of job description and resume are attached. No eligibility list on file.

Range 47 - \$1,077 - \$2,033 Bi-weekly

37. Request to conduct a Civil Service examination for the **Fire Inspector Supervisor for the Fire Department (Dennisse Guillen)** position with the following criteria:

- a. In- house, Non-competitive
- b. 100% Written
- c. Must obtain a minimum score of 70% to be placed on the eligibility list.

Copy of job description and resume are attached. No eligibility list on file.

Range 53 - \$1,506 - \$3,119 Bi-weekly

38. Request to conduct a Civil Service examination for the **Fire Plans Examiner** position with the following criteria:

- a. In- house, Competitive
- b. 100% Written
- c. Must obtain a minimum score of 70% to be placed on the eligibility list.

Copy of job description is attached. No eligibility list on file.

Range 53 - \$1,506 - \$3,119 Bi-weekly

39. Request to conduct a Civil Service examination for the **Fire Protection Analyst (Claudio Cavallo)** position with the following criteria:

- a. In- house, Non- Competitive
- b. 100% Written
- c. Must obtain a minimum score of 70% to be placed on the eligibility list.

Copy of job description is attached. No eligibility list on file.

Range 55 - \$1,785 - \$3,486 Bi-weekly

40. Request to conduct a Civil Service examination for the **Legal Secretary for the Law Department (Sucely Crespo)** position with the following criteria:

- a. In-house, Non-competitive
- b. 40% Oral
- c. 60% Education and Experience
- d. Must obtain a minimum score of 70% on the oral portion.
- e. Must obtain a minimum combined score of 70% in order to be placed on the eligibility list.

Copy of job description and resume are attached. No eligibility list on file.

Range 26- \$979- \$1,892 Bi-weekly

41. Request to conduct a Civil Service examination for the **Office Coordinator for the Law Department (Daisy Millares)** position with the following criteria:

- a. In-house, Non-competitive
- b. 40% Oral
- c. 60% Education and Experience
- d. Must obtain a minimum score of 70% on the oral portion.
- e. Must obtain a minimum combined score of 70% in order to be placed on the eligibility list.

Copy of job description and resume are attached. No eligibility list on file.

Range - Management

42. Request to conduct a Civil Service examination for the **Budget Analyst Assistant for the Office of Management and Budget Department (Sheron Stewart)** position with the following criteria:

- a. In-house, Non-competitive
- b. 40% Oral
- c. 60% Education and Experience
- d. Must obtain a minimum score of 70% on the oral portion.
- e. Must obtain a minimum combined score of 70% in order to be placed on the eligibility list.

Copy of job description and resume are attached. No eligibility list on file.

Range 31- \$1,320 - \$2,692 Bi-weekly

43. Request to conduct a Civil Service examination for the **Administrative Aide - Confidential for the Parks and Recreation Department (Laura J. Ramsay)** position with the following criteria:

- a. In-house, Non-competitive
- b. 40% Oral
- c. 60% Education and Experience
- d. Must obtain a minimum score of 70% on the oral portion.
- e. Must obtain a minimum combined score of 70% in order to be placed on the eligibility list.

Copy of job description and resume are attached. No eligibility list on file.

Range 28 - \$1,099 - \$2,213 Bi-weekly

44. Request to conduct a Civil Service examination for the **Aquatics Manager for the Parks and Recreation Department** position with the following criteria:

- a. In-house, Competitive
- b. 40% Oral
- c. 60% Education and Experience
- d. Must obtain a minimum score of 70% on the oral portion.
- e. Must obtain a minimum combined score of 70% in order to be placed on the eligibility list.

Copy of job description and resume are attached. No eligibility list on file.

Range 48 - \$1,099 - \$2,213 Bi-weekly

45. Request to conduct a Civil Service examination for the **Assistant Aquatics Manager for the Parks and Recreation Department** position with the following criteria:

- a. In-house, Competitive
- b. 40% Oral
- c. 60% Education and Experience
- d. Must obtain a minimum score of 70% on the oral portion.
- e. Must obtain a minimum combined score of 70% in order to be placed on the eligibility list.

Copy of job description and resume are attached. No eligibility list on file.

Range 47 - \$1,077 - \$2,033 Bi-weekly

46. Request to conduct a Civil Service examination for the **EPI Youth Program Coordinator for the Parks and Recreation Department (Quentin R. Webb II)** position with the following criteria:

- a. In-house, Non-competitive
- b. 40% Oral
- c. 60% Education and Experience
- d. Must obtain a minimum score of 70% on the oral portion.
- e. Must obtain a minimum combined score of 70% in order to be placed on the eligibility list.

Copy of job description and resume are attached. No eligibility list on file.

Range 51 - \$1,320 - \$2,692 Bi-weekly

47. Request to conduct a Civil Service examination for the **Parks Foreman for the Parks and Recreation Department** position with the following criteria and merge names from current eligibility list:

- a. In- house, Competitive
- b. 100% Written
- c. Must obtain a minimum score of 70% to be placed on the eligibility list.

Copy of job description and eligibility are attached.

Range 48 - \$1,099 - \$2,213 Bi-weekly

48. Request to conduct a Civil Service examination for the **Parks Journeyman for the Parks and Recreation Department** position with the following criteria and merge names from current eligibility list:

- a. In- house, Competitive
- b. 100% Performance
- c. Must obtain a minimum score of 70% to be placed on the eligibility list.

Copy of job description and eligibility are attached.

Range 47 - \$1,077 - \$2,033 Bi-weekly

49. Request to conduct a Civil Service examination for the **Stockroom Aide for the Parks and Recreation Department (Migdalia Ulpiano)** position with the following criteria:

- a. In-house, Non-competitive
- b. 40% Oral
- c. 60% Education and Experience
- d. Must obtain a minimum score of 70% on the oral portion.
- e. Must obtain a minimum combined score of 70% in order to be placed on the eligibility list.

Copy of job description and resume are attached. No eligibility list on file.

Range 45 - \$939 - \$1,783 Bi-weekly

50. Request to conduct a Civil Service examination for the **Police Business Manager (Johnerick Rojas)** position with the following criteria:

- a. In-house, Non-competitive
- b. 40% Oral
- c. 60% Education and Experience
- d. Must obtain a minimum score of 70% on the oral portion.
- e. Must obtain a minimum combined score of 70% in order to be placed on the eligibility list.

Copy of job description and resume are attached. No eligibility list on file.

Range 55 - \$1,785 - \$3,486 Bi-weekly

51. Request to conduct a Civil Service examination for the **Accountant for the Public Works Department (Carmen Pulgarin)** position with the following criteria:

- a. In-house, Non-competitive
- b. 40% Oral
- c. 60% Education and Experience
- d. Must obtain a minimum score of 70% on the oral portion.
- e. Must obtain a minimum combined score of 70% in order to be placed on the eligibility list.

Copy of job description and resume are attached. No eligibility list on file.

Range 51 - \$1,320 - \$2,692 Bi-weekly

52. Request to conduct a Civil Service examination for the **Budget Analyst for the Public Works Department (Daniel Oreda)** position with the following criteria:

- a. In-house, Non-competitive
- b. 40% Oral
- c. 60% Education and Experience
- d. Must obtain a minimum score of 70% on the oral portion.
- e. Must obtain a minimum combined score of 70% in order to be placed on the eligibility list.

Copy of job description and resume are attached. No eligibility list on file.

Range 32 - \$1,418 - \$2,904 Bi-weekly

53. Request to conduct a Civil Service examination for the **Budget Analyst for the Public Works Department (Haydee Rodriguez)** position with the following criteria:

- a. In-house, Non-competitive
- b. 40% Oral
- c. 60% Education and Experience
- d. Must obtain a minimum score of 70% on the oral portion.
- e. Must obtain a minimum combined score of 70% in order to be placed on the eligibility list.

Copy of job description and resume are attached. No eligibility list on file.

Range 32 - \$1,418 - \$2,904 Bi-weekly

54. Request to conduct a Civil Service examination for the **Meter Reader (A) for the Public Works Department** position with the following criteria:

- a. In- house, Competitive
- b. 100% Performance
- c. Must obtain a minimum score of 70% to be placed on the eligibility list.

Copy of job description is attached. No eligibility list on file.

Range 44 - \$860 - \$1,618 Bi-weekly

55. Request to conduct a Civil Service examination for the **Solid Waste Inspector for the Public Works Department (Beatriz Gonzalez)** position with the following criteria:

- a. In-house, Non-competitive
- b. 40% Oral
- c. 60% Education and Experience
- d. Must obtain a minimum score of 70% on the oral portion.
- e. Must obtain a minimum combined score of 70% in order to be placed on the eligibility list.

Copy of job description and resume are attached. No eligibility list on file.

Range 47 - \$1,077 - \$2,033 Bi-weekly

56. Request to conduct a Civil Service examination for the **Solid Waste Supervisor I for the Public Works Department (Franco Giannattasio)** position with the following criteria:

- a. In-house, Non-competitive
- b. 40% Oral
- c. 60% Education and Experience
- d. Must obtain a minimum score of 70% on the oral portion.
- e. Must obtain a minimum combined score of 70% in order to be placed on the eligibility list.

Copy of job description and resume are attached. No eligibility list on file.

Range 49 - \$1,138 - \$2,402 Bi-weekly

57. Request to conduct a Civil Service examination for the **Accountant for the Retirement Department (Ingrid Camino-Hernandez)** position with the following criteria:

- a. In-house, Non-competitive
- b. 40% Oral
- c. 60% Education and Experience
- d. Must obtain a minimum score of 70% on the oral portion.
- e. Must obtain a minimum combined score of 70% in order to be placed on the eligibility list.

Copy of job description and resume are attached. No eligibility list on file.

Range 51 - \$1,320 - \$2,692 Bi-weekly

58. Request to conduct a Civil Service examination for the **Junior Accountant for the Retirement Department (Iliana Salamanca Gomez)** position with the following criteria:

- a. In-house, Non-competitive
- b. 40% Oral
- c. 60% Education and Experience
- d. Must obtain a minimum score of 70% on the oral portion.
- e. Must obtain a minimum combined score of 70% in order to be placed on the eligibility list.

Copy of job description and resume are attached. No eligibility list on file.

Range 48 - \$1,099 - \$2,213 Bi-weekly

59. Request to conduct a Civil Service examination for the **Administrative Aide - Confidential for the Streets Department (Odalys C. Diaz)** position with the following criteria:

- a. In-house, Non-competitive
- b. 40% Oral
- c. 60% Education and Experience
- d. Must obtain a minimum score of 70% on the oral portion.
- e. Must obtain a minimum combined score of 70% in order to be placed on the eligibility list.

Copy of job description and resume are attached. No eligibility list on file.

Range 28 - \$1,099 - \$2,213 Bi-weekly

60. Request to hear **Unfinished Business.**

61. Request to hear **New Business.**

61a. Request to conduct a civil service examination for the **Construction Supervisor I for the Construction and Maintenance Department (Tomas Martin)** position with the following criteria:

- a. In-house, Non-competitive
- b. 40% Oral
- c. 60% Education and Experience
- d. Must obtain a minimum score of 70% on the oral portion.
- e. Must obtain a minimum combined score of 70% in order to be placed on the eligibility list.

Copy of job description and resume are attached. No eligibility list on file.

Range 49 - \$1,138 - \$2,402 Bi-weekly

NEXT PERSONNEL BOARD MEETING: Monday, March 6, 2017 at 6:00 P.M.

If any person decides to appeal any decision made by the Personnel Board with respect to any matter considered at this meeting, he/she will need a record of the proceedings and, for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. In accordance with the Americans and Disabilities Act of 1990, persons needing a special accommodation to participate in this proceeding should contact the Office of the City Clerk no later than seven (7) days prior to the proceeding. Telephone (305) 883-5820 for assistance; if hearing impaired, telephone the Florida Relay Service Numbers (800) 955-8771 (TDD) OR (800) 955-8770 (VOICE), for assistance.